



North Dakota Human Resource Management Services

Mission: To provide leadership and expertise in
Human Resource Management



HRMS's primary responsibility is to provide
"... a unified system of personnel administration for the
classified service ..."

Beyond the **basic** framework of human resource
management rules, job classification, and salary ranges,
HRMS provides assistance to agencies in their
management of human resources. **HRMS** services
include:

- Management Consulting
- Supervisor/Employee Training
- Employee Compensation
- Recruitment/Selection Assistance
- Mediation
- Legislative & Regulatory Compliance
- Performance Management Tools
- Model Policies, Handbooks, and Guides

HRMS also makes current information available to
agencies at:

<https://www.nd.gov/omb/>

Contact Information

**HRMS offices are located on the 14th Floor
of the State Capitol.**

Phone Number: (701) 328-3290

FAX: (701) 328-1475

Please feel free to contact any HRMS staff member:

Name	Phone	Name	Phone
Lisa Kudelka	328-1638	Lynn Hart	328-4739
Interim CPO		Class & Comp Mgr	
Kim Larson	328-3293	Kim Wassim	328-4737
Administrative Assistant		Senior HR Officer	
Chad Kourajian	328-1016	Tricia Bartell	328-1632
HR Officer		Training & Dev Admin	
Hope Wedul	328-3357	Darin Schorsch	328-3347
HR Officer		HRIS Manager	
Leanne Schmidt	328-4738	Lisa Berg	328-3363
Senior HR Officer		HR Bus Analyst	

NORTH DAKOTA

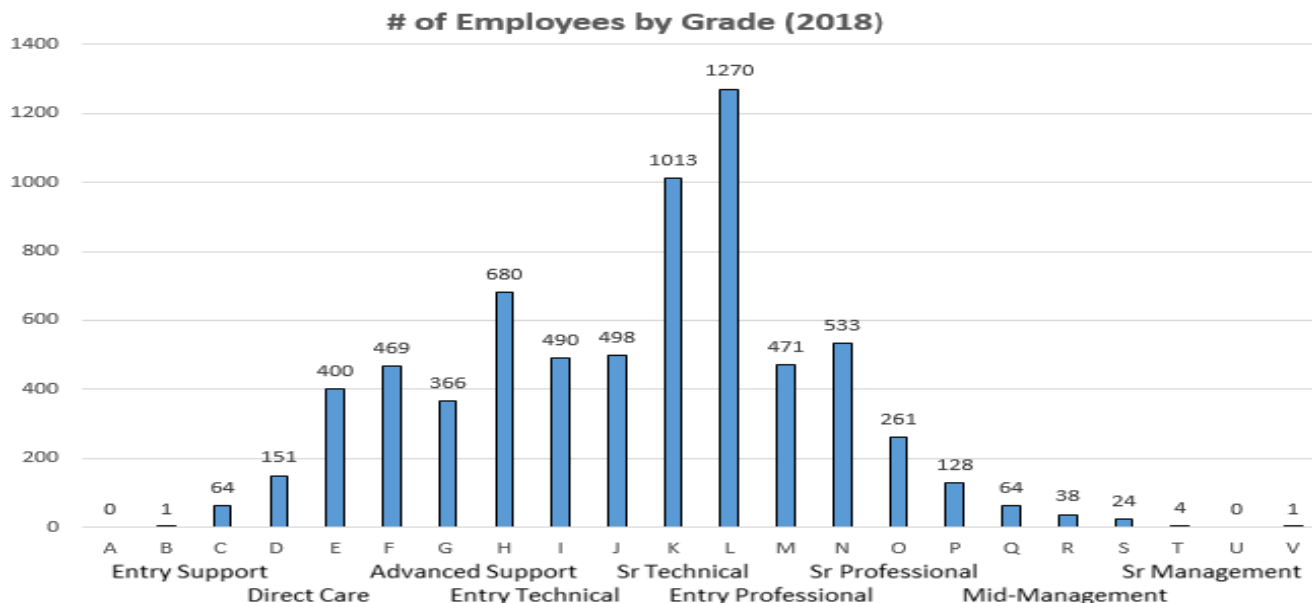
December 2018

CLASSIFIED STATE EMPLOYEE FACT SHEET

This fact sheet is prepared by **Human Resource
Management Services (HRMS)** to provide a snap-
shot of classified state employment. Data is from a
variety of sources, and are an overall reflection of
classified state employment as of December 2018.

The 6,926 state
employees in
positions classified by
HRMS are
employed in over 50
separate state
agencies. 89% of
classified employees
work in 16 agencies
with over 100
employees. The
remaining
employees work in
agencies ranging from
1 to 90
employees.

Agencies > 100 Employees	# Classified Employees
Dept of Human Services	1973
Dept of Transportation	973
Dept of Cor & Rehab	780
Health Dept	349
Information Tech Dept	325
Workforce Safety & Ins	253
Adj Gen/Nat'l Guard	189
Highway Patrol	186
Attorney General	184
Dept of Public Instr	166
Job Service ND	160
Game & Fish	159
Bank of ND	149
Veterans Home	134
Tax Dept	109
Office of Mgmt & Budget	104



Average Classified State Employee						
	Years of Age	Years of Service	Annual Salary	Actual Increase	Approp- riated	Compa Ratio
Dec-07	46.2	13.2	37,834	6.2%	4.0%	0.95 (1)
Dec-08	46.4	13.2	39,622	4.7%	4.0%	0.96
Dec-09	46.6	13.4	42,382	6.9%	5.0%	0.96 (2)
Dec-10	46.6	13.2	44,698	5.5%	5.0%	0.96
Dec-11	46.5	13.2	46,057	3.0%	3.0%	0.96
Dec-12	46.4	13.1	48,554	5.4%	3.0%	0.92 (3)
Dec-13	46.3	13	50,942	4.9%	(4)	0.93
Dec-14	46.3	12.9	53,297	4.6%	(5)	0.94
Dec-15	45.9	12.4	55,231	3.6%	(6)	0.95
Dec-16	46.1	12.5	56,614	2.5%	(6)	0.94
Dec-17	46.1	12.6	56,473	-0.2%	0.0%	0.93
Dec-18	46.1	12.5	56,731	0.45%	0.0%	0.935

(1) Included Market/Equity Fund (\$10 million)

(2) Included Market/Equity Fund (\$23 million)

(3) July 1, 2012 implementation of employee compensation study; agen-
cies ensured all employees met the new salary range minimums

(4) July 1, 2013 performance based increases of 3-5% plus Mkt Policy
increases of 2% 1st Qtl, 1% 2nd Qtl. Total appropriation approx 5%

(5) July 1, 2014 performance based increases of 2-4% plus Mkt Policy
increases of 2% 1st Qtl, 1% 2nd Qtl. Total appropriation approx 4%

(6) 2015-2017 increases based on performance increases in range of 2-
4% and Target Market increase fund of \$7.1 million in general funds

NORTH DAKOTA CLASSIFIED STATE EMPLOYEE FACT SHEET

Classified employees under **HRMS** (ND's civil service) are covered by administrative rules adopted by **HRMS**. The rules guide equitable pay, open competitive selection, and protection from arbitrary personnel actions and are designed to provide consistent employment conditions.

Unclassified employees do NOT have employment rights under HRMS. The terms and conditions of employment vary by agency, category of employee, or by individual employee.

Employees under the University System are covered by and subject to the policies adopted by the State Board of Higher Education.

Classified Employee Salary Distribution	# of Employees	Percent
\$ 20,000 to \$ 30,000	172	2.5%
\$ 30,000 to \$ 40,000	1015	14.7%
\$ 40,000 to \$ 50,000	1,650	23.8%
\$ 50,000 to \$ 60,000	1,597	23.1%
\$ 60,000 to \$ 70,000	1,070	15.4%
\$ 70,000 to \$ 80,000	639	9.2%
\$ 80,000 to \$ 90,000	361	5.2%
\$ 90,000 to \$100,000	208	3.0%
\$100,000 to \$110,000	111	1.6%
\$110,000 to \$120,000	57	0.8%
\$120,000 to \$130,000	30	0.4%
\$130,000 to \$140,000	10	0.1%
\$140,000 to \$150,000	3	0.0%
\$150,000 to \$160,000	2	0.0%
\$160,000 to \$170,000	1	0.0%
Total 6926		
In the general population of North Dakota		
<ul style="list-style-type: none"> • 92% of workers have completed high school • 28% have bachelor's degrees or beyond 		
In the Classified Workforce of ND state government		
<ul style="list-style-type: none"> • 99.6% have completed high school • 87% have formal education beyond high school • 58% have a bachelor's degree or beyond 		

Salary Increase History		
Year	Parameters	
1983	2.0%	Retirement contribution in lieu of salary increase
1984	2.0%	Retirement contribution in lieu of salary increase; in May 1984, \$60/Mo increase allowed by Gov. within available agency funds (not appropriated)
1985	5.5%	Minimum increase of \$50; increase given on April 1, 1985
1986	4.0%	Minimum increase of \$50; deferred for Governor controlled agencies to January 1, 1987
1987-88	0.0%	
1989	7.1%	Minimum increase of \$50
1990	0.0%	
1991	4.0%	Minimum increase of \$50
1992	\$40/Mo	Averaged approximately 2%
1993	\$60/Mo	Averaged approximately 3.2%
1994	3.0%	
1995	2.0%	
1996	3.0%	2% across the board; 1% for performance & equity
1997	3.0%	\$30 across the board; remainder of 3% appropriation based on merit & equity
1998	3.0%	\$30 across the board; remainder of 3% appropriation based on merit & equity
1999	2.0%	\$35 across the board; remainder of 2% appropriation based on merit & equity (\$5.4 million Market Equity Fund)
2000	2.0%	\$35 across the board; remainder of 2% appropriation based on merit & equity (additional 1% allowed with funding from existing appropriations)
2001	3.0%	\$35 across the board; remainder of 3% appropriation based on merit & equity (\$5 million Market Equity Fund))
2002	2.0%	\$35 across the board; remainder of 2% appropriation based on merit & equity
2003	0.0%	Up to 1% available based on Pooled Vacancy Savings; Executive Branch 0%
2004	0.0%	Up to 2% available based on Pooled Vacancy Savings; Executive Branch 0%
2005-06	4.0%	Across the board, each year
2007	4.0%	Based on performance and/or equity; minimum of \$75 (\$10 million Market Equity Fund))
2008	4.0%	Based on performance and/or equity; minimum of \$75
2009	5.0%	Based on performance and/or equity; minimum of \$100 (\$23 million Market Equity Fund))
2010	5.0%	Based on performance and/or equity; minimum of \$100
2011	3.0%	Based on performance and equity; minimum of 1.0%
2012	3.0%	Implemented recommendations from the 2009-11 leg study of employee compensation; new job evaluations, grade structure, market-based ranges
2013	Performance based increases of 3-5% plus Market Policy increases of 2% 1st Quartile, 1% 2nd Quartile. Total appropriation approximately 5%	
2014	Performance based increases of 2-4% plus Market Policy increases of 2% 1st Quartile, 1% 2nd Quartile. Total appropriation approximately 4%	
2015-16	3.0%	Performance-based increases of 2-4% , each year + Targeted Market Increases
2017-18	0.0%	